



CA WING SUPPLEMENT 1

CAP REGULATION 77-1

9 February 2015

Transportation

OPERATION AND MAINTENANCE OF CIVIL AIR PATROL VEHICLES

SUMMARY OF CHANGES

Revised restriction on use of golf carts.

Added new section for vehicle minor maintenance WEX credit cards.

CAPR 77-1, dated 26 December 2012, including Change 1, dated 13 March 2013, is supplemented as follows:

1-6. Special Use Vehicles.

a. The California Wing Commander has determined that golf cart type vehicles will not be used by cadets in any California Wing activity. This includes cadets as passengers and/or drivers. Golf carts may be used by senior members in CAWG activities under limited conditions. Approval for senior members to use or ride in golf carts must be submitted for approval to the Wing Commander as part of the Operations Plan and CAWG Form 20, Event Operations Plan. When submitting the waiver request, there needs to be valid reasons for using the golf cart, not just a personal preference. These reasons need to be clearly identified in the forms submitted.

1-7. Vehicle Operators and Authorized Passengers.

a. The operator of any Civil Air Patrol vehicle which is **designed, used or maintained to carry more than ten passengers including the driver** shall abide by the California Department of Motor Vehicles Code (CVC 233.b). The driver shall have in his/her possession a valid California Class B (or higher) Commercial driver license with a passenger endorsement, a current DMV medical certificate (DL51) and a current CAPF 75, *CAP Motor Vehicle Operator Identification Card*.

2-2. Vehicle Safety Requirements.

(j.) Any vehicle classified by the State of California as a commercial vehicle shall have a fire extinguisher installed. This includes but is not limited to all 12 or greater capacity passenger vans. Fire extinguishers will be inspected by the unit transportation officer no less than annually to ensure that the fire extinguisher is charged and within manufacturer operating guidelines.

3-6 Added. Vehicle Credit Cards.

a. CAWG has opted to participate in a new vehicle minor maintenance program implemented by National Headquarters. The VMX program involves use of corporate credit cards issued by the Western Express (WEX) company for all minor maintenance paid on job completion to the vendor. WEX is then paid directly by NHQ. The following procedures apply to all CAWG units with assigned corporate vehicles (COV).

b. Each vehicle will be provided with a WEX credit card. The commander of the unit with the assigned vehicle is responsible for the proper control of the card. Actual use may be delegated to the unit Transportation Officer. The card has the following restrictions:

- (1) Use of each card is restricted to only the assigned vehicle.
- (2) Use is authorized only for minor maintenance, as defined in Attachment 1, below.
- (3) Monthly expenditures are limited to \$1000 per card and \$500 per day or individual transaction, except for the purchase of tires. Maintenance transactions in excess of these amounts are to be treated as major maintenance and processed as described in CAPR 77-1, Para 3-2.
- (4) The card may not be used for any other purchases, including vehicle fuel and car washes, even if the intent is to repay the unauthorized charge. Such unauthorized purchases are the responsibility of the assigned unit.

NOTE: Use of the card for unauthorized purchases or failure to submit documentation in a timely manner will result in funds being drafted from the unit account and may cause the WEX card to be revoked.

c. Unit Procedures. The unit commander/maintenance officer:

- (1) Determines the need for authorized minor maintenance.
- (2) Selects a vendor who will accept the WEX card for payment and arranges for the work to be performed. To find a vendor who accepts the WEX card, please refer to the following site: http://www.wexcard.com/fleet/accepting_wex. Verify your selected vendor will accept the CAP version of the WEX card.
- (3) Obtains a detailed invoice/receipt. Samples of acceptable and unacceptable invoices/receipts are located in Attachment 2, below.
- (4) Annotates the detailed invoice/receipt with the CAP vehicle number.
- (5) Scans the detailed invoice/receipt, saves it in PDF format, and forwards the electronic document by email attachment to VMX@cawg.cap.gov.
- (6) Uploads the scanned invoice to the Operational Resource Management System (ORMS), in the Vehicle Search / Maintenance section for the vehicle to serve as a historical record of the maintenance action.

NOTE: The monthly billing cycle runs from about the 18th of each month through the 17th of the following month. It is imperative that invoices be scanned and forwarded and also uploaded into ORMS to meet this deadline.

d. CAWG Procedures. By the 27th of each month, the CAWG VMX Team shall:

- (1) Verify each invoice covers an authorized maintenance action. Where any unauthorized use of the card is detected, the offending commander will be notified of the infraction and to expect an eventual draft back of unit funds to cover the charge.
- (2) Consolidate all invoices into a single PDF file organized by vehicle/card number in ascending order.
- (3) Prepare the *Vehicle MX Certification Form* provided by CAP/FM, posting all maintenance actions also in ascending vehicle number order.

- (4) Forward both the *Vehicle MX Certification Form* and the consolidated PDF file of receipts by email attachment to VMX@capnhq.gov.

[CAP/FM will process the reports, pay the credit card bills, and return a summary report showing charges per vehicle for the billing cycle.]

- (5) VMX team will review the summary report, and verify the data agree with that submitted. Any differences noted will be reconciled with CAP/FM.
(6) Verify each maintenance action has been uploaded to ORMS.

3-7. Added. Vehicle MX Certification Form.

Use of the *Vehicle MX Certification Form* is described above. A blank copy of the current form is provided each month by CAP/FM, and is available from VMX@capnhq.gov. It is a dual use form in that it is originated each month by the VMX Team and completed by CAP Financial Management prior to being stored on the Navision software. The VMX Team is responsible to provide the following data:

- a. Description – Enter a brief description of the maintenance to be performed.
- b. Vehicle # - Enter the vehicle number in format '04nnn'
- c. Amount – Enter the total amount of the invoice.
- d. CAP/FM staff completes the remaining accounting information.

JON L. STOKES
Colonel, CAP
Commander

Certified 9 February 2015, Lt Col James L. Crum, CS

CAWG Supplement 1, CAPR 77-1 -
Attachment 1

Allowable Minor Maintenance Items <i>Subject to \$500 per visit and \$1000 per month limit.</i>
Routine Oil Change, oil filter
Change transmission fluid, filter
Chassis/body lubrication
Engine tune-up
Replace ignition components (distributor cap, spark plugs/wires, battery)
Replace drive/serpentine belts
SMOG Check
Service emissions equipment (PCV Valve, oxygen sensor, vacuum-operated components)
Replace air and fuel filter
Rotate/balance wheels
Flush/replace engine coolant
Inspect/replace coolant hoses and clamps
Replace windshield/glass
Replace wiper blades
Service air conditioning system
Replace light bulbs
Headlight lens restoration
Replace required safety items, Class B vehicles only, (First Aid kits, fire extinguishers, triangle reflectors)
Repair/replace interior trim items (trim clips, buttons, knobs, clothing hooks, rear view mirror mounting)
Wheel covers (stock replacement only)
Replace tire gauge
*Up to four replacement tires at a cost not to exceed \$200 each, including mounting and balancing.

*If the cost of replacement tires including mounting and balancing is greater than \$200 each, then contact Mr Gary Schneider, CAP/LG, at GSchneider@capnhq.gov to obtain pre-approval and a control number. In this case, reimbursement will be through the process described in CAPR 77-1, Para 3-2. Purchasing a set of tires is exempt from the \$500 per visit and \$1000 per month limits.

CAWG Supplement 1, CAPR 77-1 - Attachment 2

Sample of an acceptable invoice/receipt. Shows detail of the work that was done.

Customer Invoice 073156 03/14/2014	FIRESTONE COMPLETE AUTO CARE MAXWELL AFB 25 SELFREDGE STREET MAXWELL AFB, AL 36112-5987	Service Advisor: 01 DAVID 334.240.0051
NHQ CIVIL AIR PATROL, PAUL SKINNER 105 S HANSELL ST BLDG 714 MONTGOMERY, AL 36112-5937 334.953.7748 x273	2001 DODGE STRATUS SE V8- 167 2.7L DOHC Lie#: 99047 AL Vin #: In: 03/13/14 2:36PM Mileage: 85,436 Out: 03/14/14 8:01AM	99047
Store #328504 RETAIL SALE		
Descriptn	RevHist Article	Unit Price
STANDARD OILCHANGE UP TO 5 QTS	01	22.49
-4.5 QTS. API - SAE 5W-30 The Manufacturer recommends an Oil Change based on mileage of 3000 miles...See Owner's manual for specific requirements.		
TF4670 OIL FILTER	7048720 12TN 1	4.99
5W30 SYNTHETIC BLEND UP TO 5QTS	7000614 12NN 1	25.00
USED OIL FILTER RECYCLING CHG (1)	7075051 12TN 1	2.50
OIL CHANGE LABOR	7028718 12NS 1	5.00
PRT-DISC STANDARD OIL CHANGE UP TO 5 QTS	7001674 12P -1	-12.00
Discount Tax: Taxable \$-2.00 Non-Taxable \$-10.00		
LBR-DISC STANDARD OIL CHANGE UP TO 5 QTS	7001674 12N -1	-3.00
COURTESY CHECK	01	
CHECK BATTERY HARD START		
COURTESY CHECK	7048930 12NS	N/C
BATTERY REPLACEMENT	12 01	112.49
MT75 INTERSTATE BATTERY	7088639 12TN	109.99
BATTERY INSTALLATION - ED18	7005394 12NS	15.00
PRT-DISC MILITARY 10% SERVICE DISCOUNT	7001652 12T -1	-11.00
LBR-DISC MILITARY 10% SERVICE DISCOUNT	7001652 12N -1	-1.50
Technician(s): 12 JACKIE TUCKER		
Payment History:		
Visa 5524 146.42 06361G		
Total Tendered 146.42		
Summary:		
Parts		116.98
Labor		18.00
Shop Supplies		0.99
Sub-Total		135.97
Tax (10.00%)		10.45
Total		\$146.42
I have received the above goods and/or services. If this is a credit card purchase, I agree to pay and comply with my cardholder agreement with the issuer.		
Customer Signature	Revision History:	Rev Amt
	1) 03/13/2014 03:43PM	137.17 NHQ CIVIL A 334.953.7748 Ext.273
	2) 03/14/2014 08:00AM	-13.68 NHQ CIVIL A 334.953.7748 Ext.273
All parts are new unless otherwise specified.		
I acknowledge notice and oral approval of an increase in the original estimated price.		

Acceptable Receipt

m-fete/ uto.Care.c%1Rature or Initials

CAWG Supplement 1, CAPR 77-1 - Attachment 2 (Cont.)

Sample of an unacceptable receipt unless it is accompanied by detailed invoice showing all work that was done. This receipt only documents that money was spent, without showing details of the purchase.

Non Acceptable Receipt

NORTHWEST AUTO SALON
17410 ASH LAY
MUKWONG WA 98037
206-920-9730
TWIDAL ID: 0010000 14013300
DCBAM 1 0948154
VISA
00000000000000000000000000000000
SALE
RECEIPT: 7 INVT: 000002
DATE: 06-23-15 TIME: 14:35
REF: 00000000000000000000000000000000
AUI H: 005253
TOTAL \$104.03
CASH/CC